



RON CHAPMAN, MD, MPH
Director & State Health Officer

State of California—Health and Human Services Agency
California Department of Public Health



EDMUND G. BROWN JR.
Governor

April 2, 2013

TO: PROJECT COORDINATORS
NETWORK FOR A HEALTHY CALIFORNIA (NETWORK)

SUBJECT: PROGRAM LETTER PL 13-05
SNAP-Ed BUDGET UPDATES FOR FEDERAL FISCAL YEAR (FFY)
2013 *NETWORK* CONTRACTORS/GRANTEES

This Program Letter (PL) 13-05 provides information on SNAP-Ed budget updates for FFY 2013 *Network* contractors with the California Department of Public Health (CDPH) *Network*. As a result of the American Taxpayer Relief Act of 2012 (H.R.8 known as the Fiscal Cliff Bill), California is receiving a SNAP-Ed funding reduction of approximately \$40M to its FFY 2013 allocation. (See attachment 1, USDA letter dated January 16, 2013 for additional detail). CDPH worked closely with the California Department of Social Services (CDSS), University of California at Davis, California Conference of Local Health Officers (CCLHO), County Health Executives Associate of California and the United States Department of Agriculture, Western Regional Office (USDA WRO) to determine the best method for addressing the reduction and discussed the potential impact to California's budget and SNAP-Ed programs. It has been determined that CDPH and its subcontractors/grantees will continue standard functional operations in FFY 2013 based on the process outlined below.

CDPH requests all contractors/grantees institute an informal agreement to its approved budgets which limits expenditures for FFY 2013 to their average spending rate over the last three FFYs (Attachment 2). If your entity is a new contractor/grantee with CDPH, it is requested that you spend at the overall CDPH average (Attachment 2). So, for that portion of the \$40 million reduction to California, CDPH believes that we can meet this obligation by spending at the historical three-year average.

In order for CDPH to monitor expenditures on a monthly basis to ensure the informal limit (based on the historical expenditure rate from the last three federal fiscal years) is not exceeded, a system and procedures for monitoring expenditures on a monthly basis has been developed. Additionally, the California implementing agencies (CDSS, CDPH and UC Cal Fresh) will meet on a monthly basis to monitor expenditures and to implement formal amendments if needed.

Please use the Monthly Expenditure Projection form (Attachment 3) to report monthly expenditure projections for your agency. Beginning in April, this form must be submitted by the 15th for the previous month's projected expenditures. For contractors/grantees who submit invoices on a quarterly basis, please continue doing so and as the invoices are received by CDPH, the monthly expenditure projections that fall within that quarters invoice, will be updated to reflect actual expenditures. For contractors/grantees who submit invoices on a monthly basis, CDPH will track expenditures from those invoices and the Monthly Expenditure Projection form would not need to be submitted.

Please forward all forms electronically to supportstaffassignments@cdph.ca.gov. You will receive an automated reminder to submit this form on a monthly basis, beginning in April.

Final 4th quarter invoices for FFY 13 must be submitted to CDPH no later than November 30, 2013 . Supplemental invoices will not be accepted beyond December 31, 2013, 2013. It is extremely important that CDPH is able to report against actual expenditures for FFY 13 to show that we expended to the informal limit resulting from the Fiscal Cliff Bill.

The *Network* appreciates your cooperation during this process as a way to informally agree to adhere to a three-year expenditure average for FFY 2013 and thereby avoiding formal amendments. As you are well aware, Congress is considering further federal reductions and we want to proactively expend as much of this year's funding so as to demonstrate the need for the continuation of SNAP-Ed funding for California per the current funding methodology outlined in the Healthy, Hunger-Free Kids Act of 2010. This proposal provides CDPH with the best opportunity to achieve this goal. Thanks for your assistance.

Please retain a copy of this PL 13-05 in your contract file to use as a reference. Should you have any questions regarding this change, please contact your assigned *Network* Contract Manager directly.

Sincerely,

A handwritten signature in dark ink that reads "John Talarico, D.O." The signature is written in a cursive, flowing style.

John Talarico, DO, MPH, Chief
Nutrition Education and Obesity Prevention Branch

Attachment 1: USDA Letter, January 16, 2013
Attachment 2: Three-Year Expenditure Average
Attachment 3: Monthly Expenditure Projections Form